



UNED DDATA LLYWODRAETH LEOL ~ CYMRU  
LOCAL GOVERNMENT DATA UNIT ~ WALES



# User Guide

Children Looked After (CLA)  
Housing  
Personal Social Services (PSS)  
Performance Indicators (PIs)  
Free Swimming (FS)

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# 1. Login

The login page allows users to log into the system via the Internet over a secure connection (Secure Socket Layer or SSL).

On accessing the website, all users are prompted for a username and password:

Emyr

Ychwanegu at y Ffêfrynnau Add To Favourites

Croeso i Emyr, safle diogel i drosglwyddo data, wedi'i gynnal gan yr Uned Ddata Llywodraeth Leol ~ Cymru.

Welcome to Emyr, the secure site for data transfer hosted by the Local Government Data Unit ~ Wales.

Dylai'r safle hwn cael ei ddefnyddio er mwyn trosglwyddo ffurflenni statudol a ffeiliau data eraill rhwng y sefydliadau sydd yn eu tarddu nhw: awdurdodau lleoli; landlordiaid cymdeithasol cofrestredig (RSLs); gwasanaethau iân ac achub (FRS); a'r Uned Ddata.

This site should be used for the transfer of statutory returns and other data files between the organisations that originate them (local authorities, registered social landlords (RSLs) and fire and rescue services (FRS)) and the Data Unit.

Os ydych wedi anghofio eich manylion mewngofnodi, yna anfonwch e-bost at: [dis@unedddatacymru.gov.uk](mailto:dis@unedddatacymru.gov.uk)

If you have forgotten your login details then please email: [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)

Enw Defnyddiwr Username

Cyfrinair Password

Mewngofnodi drwy'r Gymraeg Login in English

Ymholiadau: [dis@unedddatacymru.gov.uk](mailto:dis@unedddatacymru.gov.uk) Ymholiadau brys: 029 2090 9500  
General enquiries: [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk) Urgent enquiries: 029 2090 9500

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On entering a correct username and password, the default page is displayed.

- Usernames for each LA (Local Authority) are in the format LA<LA><P,H,PI,FS>-<[A-Z]> e.g. **LA512P-A**
- Usernames for each RSL are in the format of RSL (Registered Social Landlord) <RSL>-<[A-Z]> e.g. **RSL999-A**
- Usernames for generic users are in any format but must be less than 10 characters in length.

On entering an incorrect username and password and clicking on OK, the following message is displayed:

**You have entered an incorrect username or password**

## 2. User access rights

Access rights are based on individual users within a given LA. Some users will only deal with housing, where others will administer both CLA and PSS returns.

### ***Registered social landlord (RSL) access***

RSL users will be able to access the following functions:

<ul style="list-style-type: none"><li>• <b>Upload Housing, PIs</b></li><li>• <b>Manage Housing, PIs</b></li><li>• <b>Download generic files</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Change password</b></li><li>• <b>Set email address</b></li><li>• <b>View Audit Log</b></li></ul>
---	---

### ***Local Authority Access***

Local authority users will be able to access the following functions:

<ul style="list-style-type: none"><li>• <b>Upload CLA</b></li><li>• <b>Upload PSS, Housing, PIs and Free Swimming</b></li><li>• <b>Upload generic files</b></li><li>• <b>Manage CLA, PSS</b></li><li>• <b>Manage Housing, PIs and Free Swimming</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Download generic files</b></li><li>• <b>Submit CLA</b></li><li>• <b>Change password</b></li><li>• <b>Set email addresses</b></li><li>• <b>View Audit Log</b></li></ul>
---	---

### ***Generic user access***

Generic users will be able to access the following functions:

<ul style="list-style-type: none"><li>• <b>Upload generic files</b></li><li>• <b>Download generic files</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Change password</b></li></ul>
---	--

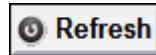
## ***Email alerts***

The system sends the following email alerts:

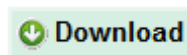
- To the Data Unit when a CLA collection has been marked as "Submitted";
- To the Data Unit when a Housing/PI/PSS/Free Swimming file has been uploaded by an LA or RSL;
- To an LA or RSL when a generic file has been uploaded by the Data Unit;
- To a generic user when a generic file has been uploaded by the Data Unit; or
- To the Data Unit when a generic file has been uploaded by a generic user.

### 3. Common User Controls

The "Refresh" button refreshes the list of files and the current status of each.



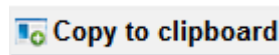
The "Download" will download all selected files. If multiple files are selected the files are combined and downloaded in a .ZIP file.



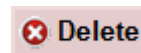
The "Select All" and "Unselect All" buttons allow you to select or unselect every uploaded file listed.



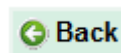
The "Copy to Clipboard" button copies the table to the clipboard allowing you to open Excel or a similar application and paste the table into it.



"Delete" will prompt you to delete all selected files. If you confirm this operation then all the selected fields will be deleted.



The "Back" button will take you to the previous screen.



## 4. Upload Housing, PSS, PIs and Free Swimming and Generic Files

The upload pages allow users to upload an Excel data collection form to submit to the Data Unit. The upload Generic files page will allow any file type to be uploaded.

Each screen details the allowed formats. Only the appropriate upload pages will be displayed for each user. Depending on the returns you are required to make you will see Upload options for the following:

- Upload Files
  - Housing
  - PSS
  - Performance Indicators
  - Free Swimming
- Generic Files
  - Upload to (Data provider/Data Unit)

Upload Files
Housing
PSS
Performance Indicators
Free Swimming

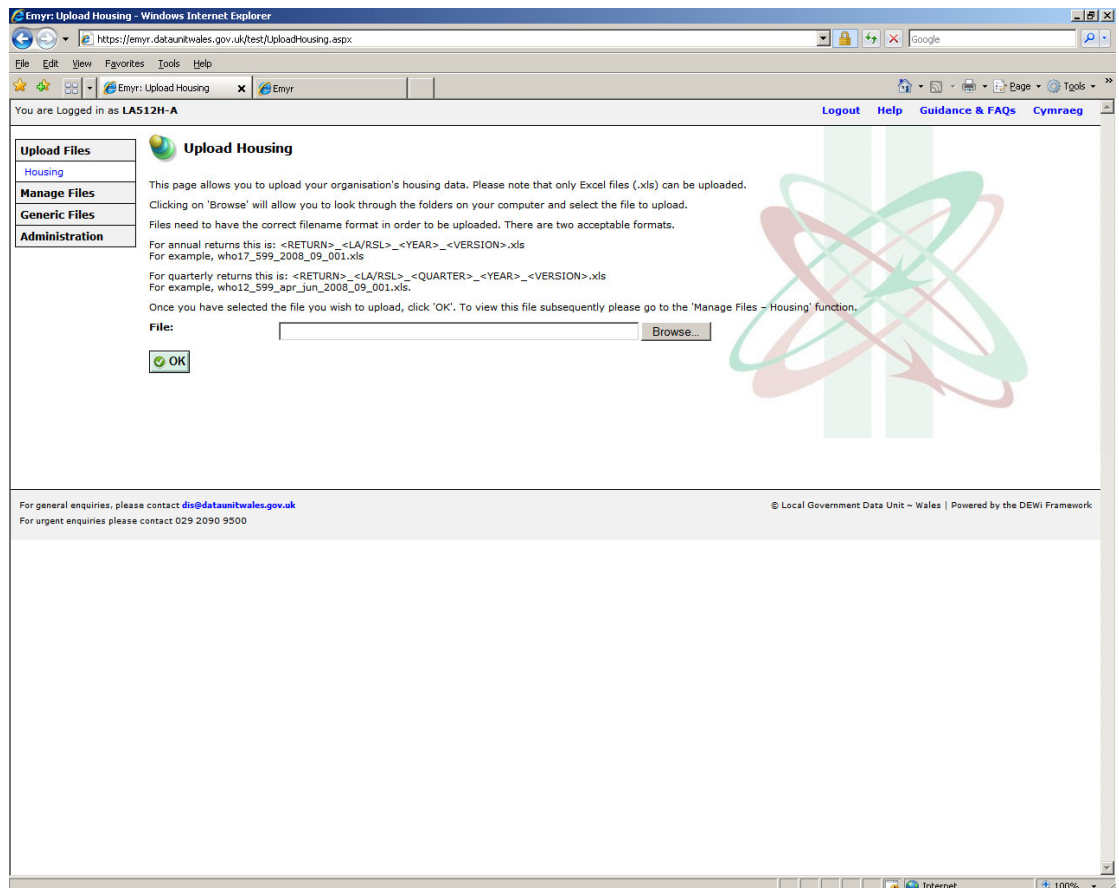
To begin the 'upload process' first select an upload option from the left hand menu.

### Upload process

Follow the on screen guidance notes which describe how to select files from the local computer and the naming conventions for the file. The file names are NOT case sensitive, e.g. **pm1\_524\_2008\_09\_nnn.xls (see Section 15 and 16 for file formats)**

The nnn represents the three digit number of the file. If this is the first upload then it will be 001, if the second it will be 002 etc. If a file has already been uploaded, the sequential number, date and time of the upload is displayed.

**Note: Any upload will replace the previous file and no copy of the previous file is maintained.**



An unsuccessful upload will result in an error message such as:

**This file is named incorrectly. The filename must be in one of the formats listed above:**

If a file with the same last three digits sequential number has already been uploaded:

**A file with a higher version number was uploaded on <date> at <time>. Please upload a later file**

After successfully uploading a file, the page is updated with the details of the new file:

**The file has been successfully uploaded and scanned for viruses.**



# 5. Manage Housing, PSS, PIs, Free Swimming

The Manage PSS/Housing pages will allow users to view the status of each return in the LA or RSL. These pages are available to each LA, RSL and the Data Unit users.

The following menu options are available:

- Manage Files
  - Housing
  - PSS
  - Performance Indicators
  - Free Swimming

Manage Files
Housing
PSS
Performance Indicators
Free Swimming

The menu options a user can see are specific to that individual user.

If no files have been uploaded, the following message is displayed:

**No files have been uploaded**

If files have already been uploaded, a table is displayed with all the expected files for the LA/RSL/generic user.

Emyr: Manage Housing - Windows Internet Explorer

https://emyr.dataunitwales.gov.uk/test/ManageHousing.aspx

File Edit View Favorites Tools Help

Emyr: Manage Housing X Emyr

You are Logged in as **LA512H-A** Logout Help Guidance & FAQs Cymraeg

Upload Files

Manage Files

Housing

Generic Files

Administration

Manage Housing

The following files have been uploaded by your organisation.

To download any of these files, tick the 'Select' box on each file you wish to download, and then click on the 'Download' button. If you select more than one file to download, Emyr will create a single zip file containing all of the selected files.

To delete any of these files, tick the 'Select' box on each file you wish to delete and then click on the 'Delete' button.

The following files have been uploaded.

Refresh Select All Unselect All Download

Data Provider	Filename	Size	Uploaded	Select
Isle of Anglesey	who12_512_apr_jun_2007_08_001.xls	13KB	19/02/2009 16:54:43	<input type="checkbox"/>

For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)

For urgent enquiries please contact 029 2090 9500

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## 6. Upload generic files to the Data Unit

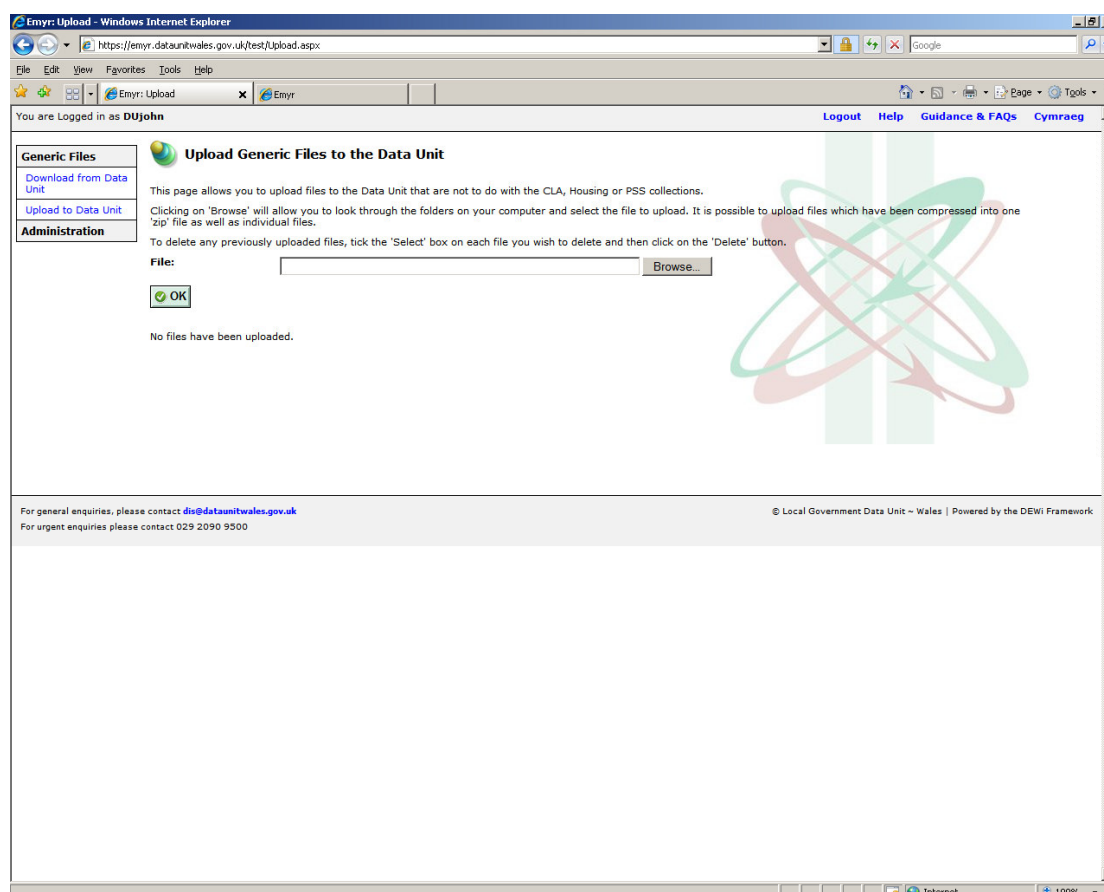
This page allows generic users to send generic files to the Data Unit.

This page is accessed by the following menu option:

Generic Files  
Upload to Data Unit

An appropriate help message is displayed, and the user is then prompted to upload a file:

After successfully uploading a file, the page is updated with the details of the new file:



A check-box is displayed next to each file to allow files to be deleted.

If "OK" is clicked without selecting a file, the following message is displayed:

**A file has not been selected for upload**

## 7. Download generic files from the Data Unit

This page allows LAs, RSLs and generic users to receive generic files from the Data Unit.

It is accessed by the following menu option:

Generic files  
Download from Data Unit

If no files have been uploaded by the Data Unit, the following message is displayed:

**No files have been uploaded by the Data Unit**

**Emyr: Download - Windows Internet Explorer**

https://emyr.dataunitwales.gov.uk/test/Download.aspx

You are Logged in as DUJohn Logout Help Guidance & FAQs Cymraeg

**Generic Files**

- Download from Data Unit
- Upload to Data Unit
- Administration

**Download from Data Unit**

This page allows you to download files that the Data Unit have uploaded for your attention.

To download any of these files, tick the 'Select' box on each file you wish to download, and then click on the 'Download' button. If you select more than one file to download, Emyr will create a single zip file containing all of the selected files.

To delete any of these files, tick the 'Select' box on each file you wish to delete and then click on the 'Delete' button.

The following files have been uploaded.

Refresh Select All Unselect All Download Delete

Category	Filename	Size	Uploaded	Select
General	CLA Review of System v1.pdf	183 KB	03/02/2009 17:18	<input type="checkbox"/>

For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)  
For urgent enquiries please contact 029 2090 9500

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Clicking on "Refresh" refreshes the list of files.

Clicking on "Select All" marks all files.

Clicking on "Unselect All" un-marks all files.

Clicking on "Download" downloads all marked files. If more than one file is marked, the files are combined and downloaded in a zip file.

Clicking on "Delete" prompts you to confirm your deletion, and deletes all selected files.

If the user clicks on the "Download" button when no files are selected, the following message is displayed:

**Please select at least one file**

If the user clicks on the "Delete" button when no files are selected, the following message is displayed:

**Please select at least one file to delete**

## 8. Upload Children Looked After (CLA) files

The Upload page allows users to upload a .CSV or .XLS (Excel) file containing CLA data.

The CLA upload screen details the allowed formats. Only the appropriate upload pages will be displayed for each user. Depending on the returns you are required to make you will see Upload options for the following:

Upload Files  
CLA

<b>Upload Files</b>
CLA

To begin the 'upload process' first select the CLA upload option from the left hand menu.

### Upload process

Follow the on screen guidance notes which describe how to select files from the local computer and the naming conventions for the file. When selecting your files, ensure that the file path is kept when selecting your files. This ensures that the system can locate your chosen files. The file names are NOT case sensitive

e.g. ssda903\_child\_524\_2008\_09\_nnn.xls or ssda903\_child\_524\_2008\_09\_nnn.csv

The nnn represents the three digit number of the file. If this is the first upload then it will be 001, the second will be 002 etc. If a file has already been uploaded the sequential number, date and time of the upload is displayed.

**Note: It is not possible to change filenames within Emyr. All changes to files and their contents must take place outside the system.**

The following file names are the only ones acceptable for CLA files within Emyr:

#### Child details (SSDA 903)

- ssda903\_child\_<LA number>\_<year>\_version.xls
- ssda903\_child\_<LA number>\_<year>\_version.csv
- e.g. **ssda903\_child\_524\_2008\_09\_001.xls**

#### Episode details (SSDA 903)

- ssda903\_episode\_<LA number>\_<year>\_version.xls
- ssda903\_episode\_<LA number>\_<year>\_version.csv
- e.g. **ssda903\_episode\_524\_2008\_09\_001.xls**

#### Education qualification details (OC1):

- oc1\_<LA number>\_<year>\_version.xls
- oc1\_<LA number>\_<year>\_version.csv
- e.g. **oc1\_524\_2008\_09\_001.xls**

#### Adoptions details (AD1):

- ad1\_<LA number>\_<year>\_version.xls
- ad1\_<LA number>\_<year>\_version.csv
- e.g. **ad1\_599\_2008\_09\_001.xls**

#### Leavers at 19<sup>th</sup> birthday details (OC3):

- oc3\_<LA number>\_<year>\_version.xls
- oc3\_<LA number>\_<year>\_version.csv
- e.g. **oc3\_599\_2008\_09\_001.xls**

You are Logged in as **LA512P-A** [Logout](#) [Help](#) [Guidance & FAQs](#) [Cymraeg](#)

**Upload Files**

**Upload CLA**

This page allows you to upload your authority's 'looked after children' data files. Please note that only Excel spreadsheets (.xls) or comma separated variable (.csv) files can be uploaded.

Clicking on 'Browse' will allow you to look through the folders on your computer and select the file(s) to upload. Please take care when selecting each file to ensure that the correct file is uploaded to the correct category, for example, child data goes into file type 'child' and not 'episode'.

Files need to have the correct filename format in order to be uploaded. If unsure see below.

Once you have selected the file(s) you wish to upload, click 'OK'. To validate these files subsequently please go to the 'Manage Files - CLA' function.

File Type	Existing File Version	Upload Date	Upload
Child (SSDA 903)	008	05/02/2009	<input type="text"/> <input data-bbox="1209 875 1273 898" type="button" value="Browse..."/>
Episodes (SSDA 903)	005	19/11/2007	<input type="text"/> <input data-bbox="1209 909 1273 931" type="button" value="Browse..."/>
Educational Qualifications (OC1)	002	19/11/2007	<input type="text"/> <input data-bbox="1209 943 1273 965" type="button" value="Browse..."/>
Adoption (AD1)	001	19/11/2007	<input type="text"/> <input data-bbox="1209 976 1273 999" type="button" value="Browse..."/>
Leaver at 19th Birthday (OC3)	002	19/11/2007	<input type="text"/> <input data-bbox="1209 1010 1273 1032" type="button" value="Browse..."/>

For the SSDA903 return, the format is as follows:  
 <RETURN>\_child | episode\_<LA>\_<YEAR>\_<VERSION>.xls | csv  
 For example:  
 ssda903\_child\_599\_2008\_09\_001.xls  
 ssda903\_episode\_599\_2008\_09\_001.xls

For the OC1/OC3/AD1 returns, the format is as follows:  
 <RETURN>\_<LA>\_<YEAR>\_<VERSION>.xls | csv  
 For example:  
 oc1\_599\_2008\_09\_001.xls  
 oc3\_599\_2008\_09\_001.xls  
 ad1\_599\_2008\_09\_001.xls

For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)  
 For urgent enquiries please contact 029 2090 9500

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An unsuccessful upload will result in an error message if the file does not match the correct format:

**This file is named incorrectly. The filename must be in one of the formats listed above:**

If a file with the same last three digits sequential number has already been uploaded:

**A file with this version number was uploaded on <date> at <time>. Please upload a later file**

If the version number is lower than the previous file:

**A file with a higher version number was uploaded on <date> at <time>. Please upload a later file**

After successfully uploading a file, the page is updated with the details of the new file.

**Note: Any upload will replace the previous file and no copy of the previous file is maintained.**

Once all 5 CLA files have successfully uploaded and been received by the Data Unit server, they are queued with other requests. Each request is checked and validated and the details are presented on the Manage CLA page.

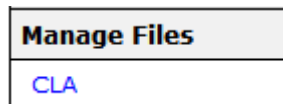


## 9. Manage Children Looked After (CLA)

The Manage CLA page will allow users to view the status of each return in the Local Authority. The page is available to each LA user.

The following menu options are available:

Manage Files  
CLA

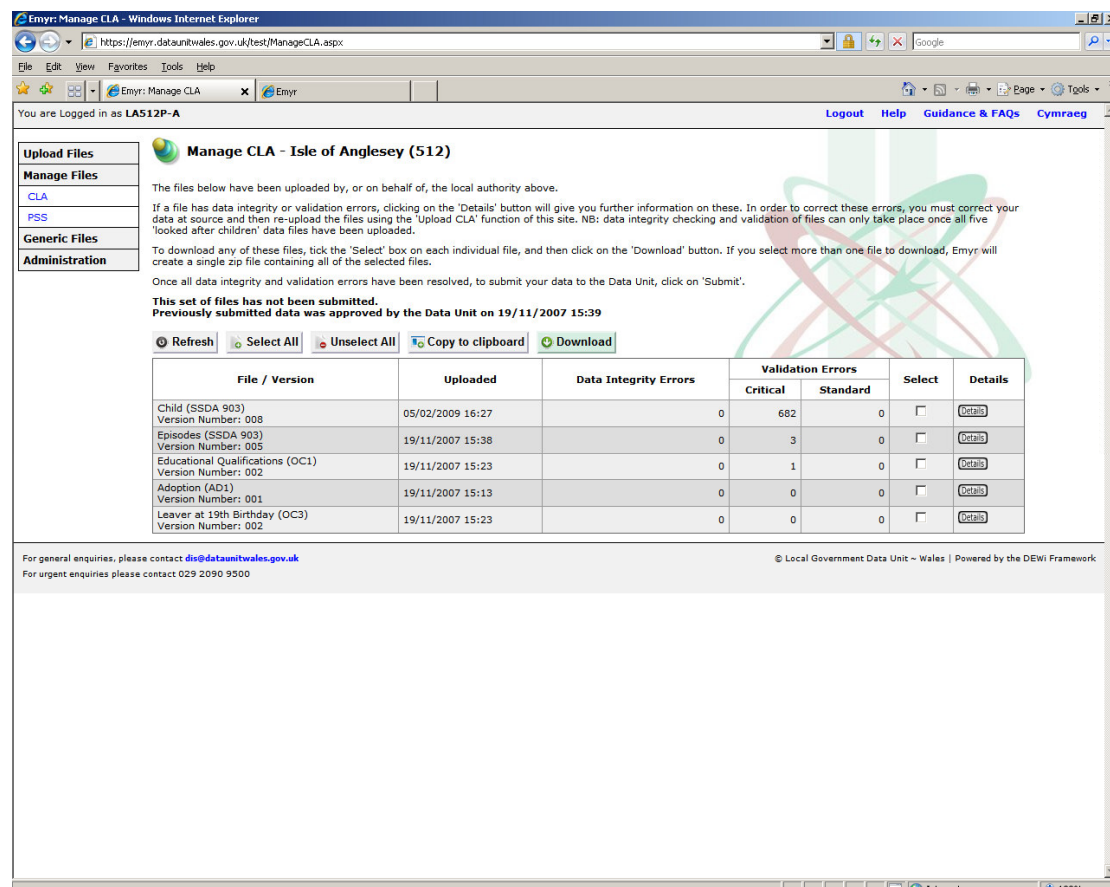


The options a user can see in the menu are specific to that individual user.

If no files have been uploaded, the following message is displayed:

**No files have been uploaded**

If files have already been uploaded the table is displayed with the latest version number for each uploaded file.

A screenshot of a web browser displaying the 'Emyr Manage CLA - Isle of Anglesey (512)' page. The page has a navigation menu on the left with options: Upload Files, Manage Files (selected), CLA, PSS, Generic Files, and Administration. The main content area shows a message: 'The files below have been uploaded by, or on behalf of, the local authority above.' It includes instructions on how to handle data integrity or validation errors and how to download files. Below the text is a table of uploaded files. The table has columns: File / Version, Uploaded, Data Integrity Errors, Validation Errors (Critical and Standard), Select, and Details. There are five rows of data, each representing a different file type (Child, Episodes, Educational Qualifications, Adoption, and Leaver at 19th Birthday) with their respective version numbers and upload dates. The 'Data Integrity Errors' column shows 0 for all files. The 'Validation Errors' column shows 682 Critical and 0 Standard errors for the first file, and 3 Critical and 0 Standard errors for the second file. The 'Select' column has checkboxes for each row. The 'Details' column has links to view more information for each file. At the bottom of the page, there is contact information for general and urgent enquiries, and a copyright notice for the Local Government Data Unit - Wales.

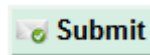
All 5 files are listed for the individual local authority.

If a CLA file has been uploaded it is placed in the queue awaiting validation. The text "Processing" appears instead of the "Details" button while the processing takes place. Clicking "Refresh" will update the "Processing" text to a "Details" button, when processing is complete.

The "Details" button which is available on the Manage CLA screens provide details relating to the file such as, integrity and validation errors which require attention.



The "Submit" button is **only** available on the Manage CLA screens when **all five files** are ready to submit (0 integrity errors and 0 Critical validation errors are present). The "Submit" button sends the files to the Data Unit for subsequent analysis and approval.



The "Back" button will take you to the previous screen from the details page.



## 10. Administration – view audit log

The view audit log allows users to monitor actions executed on the system. Per user and across defined date ranges.

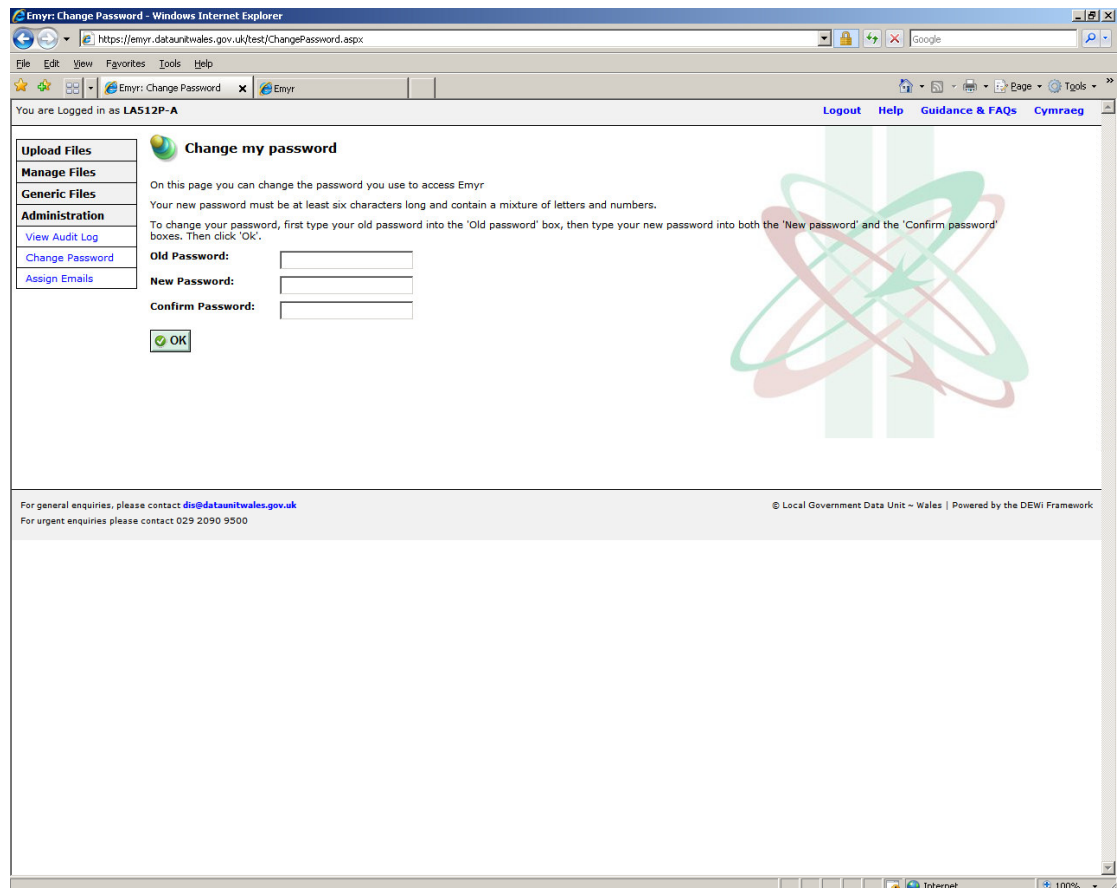
<ul style="list-style-type: none"><li>• <b>CLA File Administration</b></li><li>• <b>Housing/PSS/PIs and Free Swimming file administration</b></li><li>• <b>Submit CLA</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Logins Successful/Failed</b></li><li>• <b>Audit Log Viewed</b></li><li>• <b>Password Changed</b></li><li>• <b>Generic File Administration</b></li></ul>
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The screenshot shows a web browser window titled 'Emyr: Audit Log - Windows Internet Explorer'. The address bar shows the URL 'https://emyr.dataunitwales.gov.uk/test/AuditLog.aspx'. The page content includes a sidebar with navigation links: 'Upload Files', 'Manage Files', 'Generic Files', 'Administration', 'View Audit Log', 'Change Password', and 'Assign Emails'. The main content area is titled 'View Audit Log' and contains a description: 'This page allows you to view part of the audit log, showing actions which have been carried out by system users. Using the five filter boxes below, enter the criteria that you wish to apply. An example would be: Start date = 01/04/2007; End date = Today; Action type = Successful Logins. It is not necessary to fill in all five boxes. When you have entered your filter criteria, click 'OK'. You will be shown a list of actions that meet your criteria.' Below this text are five filter boxes: 'Start Date:' with a date picker set to '01/01/2007', 'End Date:' with a date picker set to '20/02/2009', 'Action Type:' with a dropdown menu set to 'CLA File Administration', 'Username:' with an empty text box, and 'Details:' with an empty text box. An 'OK' button is located below the filter boxes. A large, stylized logo is visible on the right side of the page. At the bottom of the page, there is a footer with contact information: 'For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk). For urgent enquiries please contact 029 2090 9500' and '© Local Government Data Unit - Wales | Powered by the DEWI Framework'.

## 11. Administration – change password

The change password screen allows users to reset their own passwords. The old password is entered, then the new password is entered and confirmed by entering the new password for a second time. The new password is hidden on screen. To navigate to a different screen use the options in the left hand menu.

The password has to be at least six characters containing letters and at least one number.



The screenshot shows a web browser window titled "Emyr: Change Password - Windows Internet Explorer". The address bar displays the URL "https://emyr.dataunitwales.gov.uk/test/ChangePassword.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom indicates "Internet" and "100%".

The web page content is titled "Change my password" and includes a sidebar menu on the left with the following links: "Upload Files", "Manage Files", "Generic Files", "Administration" (highlighted), "View Audit Log", "Change Password", and "Assign Emails".

The main content area contains the following text and form fields:

**Change my password**

On this page you can change the password you use to access Emyr

Your new password must be at least six characters long and contain a mixture of letters and numbers.

To change your password, first type your old password into the 'Old password' box, then type your new password into both the 'New password' and the 'Confirm password' boxes. Then click 'OK'.

**Old Password:**

**New Password:**

**Confirm Password:**

At the bottom of the page, there is a footer with contact information: "For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)" and "For urgent enquiries please contact 029 2090 9500". On the right side of the footer, it says "© Local Government Data Unit – Wales | Powered by the DEWI Framework".

## 12. Administration – assign emails

The assign emails screen allows users to set email addresses for notification email alerts that a file is available to download.

To navigate to a different screen use the options in the left hand menu.

Emyr: Assign Emails - Windows Internet Explorer

https://emyr.dataunitwales.gov.uk/test/AssignEmails.aspx

You are Logged in as **LAS12P-A**

[Logout](#) [Help](#) [Guidance & FAQs](#) [Cymraeg](#)

**Assign Email Addresses**

On this page you can input a single email addresses to which you would like to receive email notifications when files have been uploaded.

Email

For general enquiries, please contact [dis@dataunitwales.gov.uk](mailto:dis@dataunitwales.gov.uk)  
For urgent enquiries please contact 029 2090 9500

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## 13. General information

### Bilingual interface

All screens are provided in English and Welsh. It is possible to change language at any time by clicking on the English/Cymraeg link in the upper-right of the page.

### Internet browser

The software is optimised for Internet Explorer 6 and above.

## 14. Glossary of terms

**Secure Connection** – This refers to the internet connection to the system. This connection has been provided via encryption in the same way as on line banking provides security. From a successful logon until exiting the system a secure connection is maintained.

**Secure Socket Layer (SSL)** - Is a commonly-used method for managing the security of a message transmission on the Internet. Basically the point between sending information from a browser and its arrival at the server. SSL uses the public-and-private key encryption system from RSA Security a standard security for the internet.

**CLA** – Children Looked After

**CSV** – Common Separated Variable

**FS** – Free Swimming

**LA** – Local Authority

**PSS** – Personal Social Services

**PIs** – Performance Indicators

**RSL** – Registered Social Landlord

**XLS** – Excel file

## 15. Data collection return – file formats

(Technical document)

Personal Social Services returns – file format examples		
AA1	Adoption Access	e.g. AA1_512_2008_09_001.xls
AD1	Adoptions of looked after children (CLA)	e.g. AD1_512_2008_09_001.xls
CIN	Children in Need Census	e.g. CIN_512_2008_09_001.xls
OC1	Educational qualifications of care leavers (CLA)	e.g. OC1_512_2008_09_001.xls
OC3	Care leavers on their 19 <sup>th</sup> birthday (CLA)	e.g. OC3_512_2008_09_001.xls
PM1	Performance Management – Children’s Services	e.g. PM1_512_2008_09_001.xls
PM2	Performance Management - Adults Services	e.g. PM2_512_2008_09_001.xls
PVA	Protection of Vulnerable Adults (PoVA)	e.g. PVA_512_2008_09_001.xls
SSDA900	Register of physically/sensorily disabled persons	e.g. SSDA900_512_2008_09_001.xls
SSDA901	Register of persons with learning disabilities	e.g. SSDA901_512_2008_09_001.xls
SSDA 903	Children Looked After data (Child or Episode) (CLA)	e.g. SSDA903_CHILD_512_2008_09_001.xls
SSDA904	Fostering services	e.g. SSDA904_512_2008_09_001.xls
SSDA912	Accommodation of children in secure units	e.g. SSDA912_512_2008_09_001.xls
STF	Staff of Local Authority Social Services Departments	e.g. STF_512_2008_09_001.xls
SWWP	Social Worker Workforce Planning	e.g. SWWP_512_2008_09_001.xls

Housing returns – file format examples		
STOCK	Social landlord stock at 31 March (Local authorities and RSLs )	e.g. STOCK_512_2008_09_001.xls
RENT	Social landlord rents for the next financial year (Local authorities and RSLs )	e.g. RENT_512_2008_09_001.xls
VACANT	Social landlord vacancies at 31 March (Local authorities and RSLs )	e.g. VACANT_512_2008_09_001.xls
LETS	Social landlord lettings during the year (Local authorities and RSLs )	e.g. LETS_512_2008_09_001.xls
ARREARS	Social landlord rent arrears at 31 March (Local authorities and RSLs )	e.g. ARREARS_512_2008_09_001.xls
STAFF	Registered Social Landlords: Staff at 31 March (RSLs only)	e.g. STAFF_1021_2008_09_001.xls
COMMITTEE	Registered Social Landlords: Committee member details at 31 March (RSLs only)	e.g. COMMITTEE_1021_2008_09_001.xls
DEM_HAZ	Demolitions and Hazards (Local authorities only)	e.g. DEM_HAZ_512_2008_09_001.xls
POSS_EVICT	Possessions and Evictions of Social Landlord Tenants (Local authorities and RSLs)	e.g. POSS_EVICT_512_2008_09_001.xls
PSR	Private Sector Renewal Activity (Local authorities only)	e.g. PSR_512_2008_09_001.xls
RENEWAL_AREAS	Renewal Areas Activity (Local authorities only)	e.g. RENEWAL_AREAS_512_2008_09_001.xls
DFG	Mandatory Disabled Facilities Grants (Local authorities only)	e.g. DFG_512_2008_09_001.xls
RSL_SALES	Registered Social Landlord Sales – Quarterly (RSLs only)	e.g. RSL_SALES_1021_APR_JUN_2008_09_001.xls
HOMELESS	Homelessness – Quarterly (Local authorities only)	e.g. HOMELESS_512_APR_JUN_2008_09_001.xls
LA_NEWBUILD	Local Authority newbuild report – Quarterly (Local authorities only)	e.g. LA_NEWBUILD_512_APR_JUN_2008_09_001.xls
RSL_NEWBUILD	Registered Social Landlord newbuild report – Quarterly (RSLs only)	e.g. RSL_NEWBUILD_1021_APR_JUN_2008_09_001.xls
LA_SALES	Sales of Local Authority dwellings – Quarterly (Local authorities only)	e.g. LA_SALES_1021_APR_JUN_2008_09_001.xls



Performance Indicator returns – file formats examples		
CSI_BCT	Core Set Indicator - Planning & Regulatory Services - Building Control	e.g. CSI_BCT_512_2008_09_001.xls
CSI_CAM	Core Set Indicator - Corporate Health - Asset Management	e.g. CSI_CAM_512_2008_09_001.xls
CSI_CFH	Core Set Indicator - Corporate Health - Financial Health	e.g. CSI_CFH_512_2008_09_001.xls
CSI_CHR	Core Set Indicator - Corporate Health - Human Resources	e.g. CSI_CHR_512_2008_09_001.xls
CSI_CMT	Core Set Indicator - Environment and Transport - Countryside Management	e.g. CSI_CMT_512_2008_09_001.xls
CSI_EDU	Core Set Indicator - Education	e.g. CSI_EDU_512_2008_09_001.xls
NSI_CSI_EDUPP	Core Set Indicator - Pre-populate form Education	e.g. NSI_CSI_EDUPP_512_2008_09_001.xls
CSI_HHA	Core Set Indicator - Housing - Homelessness & Housing Advice	e.g. CSI_HHA_512_2008_09_001.xls
CSI_HLS	Core Set Indicator - Housing - Housing & Landlord Services	e.g. CSI_HLS_512_2008_09_001.xls
CSI_LCL	Core Set Indicator - Leisure & Culture – Libraries	e.g. CSI_LCL_512_2008_09_001.xls
CSI_LCS	Core Set Indicator - Leisure & Culture - Sport & Recreation	e.g. CSI_LCS_512_2008_09_001.xls
CSI_PLA	Core Set Indicator - Planning & Regulatory Services – Planning	e.g. CSI_PLA_512_2008_09_001.xls
CSI_PPN	Core Set Indicator - Planning & Regulatory Services - Public Protection	e.g. CSI_PPN_512_2008_09_001.xls
CSI_PSR	Core Set Indicator - Housing - Private Sector Renewal	e.g. CSI_PSR_512_2008_09_001.xls
CSI_SC_SO	Core Set Indicator - Sign off form – Social Care only	e.g. CSI_SC_SO_512_2008_09_001.xls
CSI_SO	Core Set Indicator - Sign off form	e.g. CSI_SO_512_2008_09_001.xls
CSI_STS	Core Set Indicator - Environment & Transport - Street Scene	e.g. CSI_SO_512_2008_09_001.xls
CSI_THS	Core Set Indicator - Environment & Transport - Transport & Highways	e.g. CSI_THS_512_2008_09_001.xls
CSI_WMT_DRAFT	Core Set Indicator - DRAFT data collection form - Environment & Transport - Waste Management	e.g. CSI_WMT_DRAFT_512_2008_09_001.xls
CSI_WMT_FINAL	Core Set Indicator - FINAL data collection form Environment & Transport - Waste Management	e.g. CSI_WMT_FINAL_512_2008_09_001.xls
NSI_DC	National Strategic Indicator - Data collection form	e.g. CSI_DC_512_2008_09_001.xls
NSI_SO	National Strategic Indicator - Sign off form	e.g. CSI_SO_512_2008_09_001.xls

CSI_VAL	Core Set Indicator - Validation	e.g. CSI_VAL_512_2008_09_001.xls
CSI_VAL	National Strategic Indicator - Validation	e.g. CSI_VAL_512_2008_09_001.xls

Free Swimming – file format examples		
FS1	Free Swimming Period 1 (Easter/April-May)	e.g. FS_512_PERIOD_1_2009_10_001.xls
FS2	Free Swimming Period 2 (Whitsun/June-July)	e.g. FS_512_PERIOD_2_2009_10_001.xls
FS3	Free Swimming Period 3 (Summer/August-September)	e.g. FS_512_PERIOD_3_2009_10_001.xls
FS4	Free Swimming Period 4 (Autumn half term/October-November)	e.g. FS_512_PERIOD_4_2009_10_001.xls
FS5	Free Swimming Period 5 (Christmas/December-January)	e.g. FS_512_PERIOD_5_2009_10_001.xls
FS6	Free Swimming Period 6 (February half-term/February-March)	e.g. FS_512_PERIOD_6_2009_10_001.xls

## 16. Local Authority/RSL codes

These codes are required for the file naming in Emyr

e.g. PM1\_XXX\_2008\_09\_001.xls

e.g. RSL\_SALES\_XXXX\_APR\_JUN\_2008\_09\_001.xls

e.g. CSI\_EDU\_XXX\_2008\_09\_001.xls

e.g. FS\_XXX\_PERIOD\_1\_2009\_10\_001.xls

Replace the XXX with your authority codes below

### Local Authority codes

Code	Local Authority
512	Isle of Anglesey
514	Gwynedd
516	Conwy
518	Denbighshire
520	Flintshire
522	Wrexham
524	Powys
526	Ceredigion
528	Pembrokeshire
530	Carmarthenshire
532	Swansea
534	Neath Port Talbot
536	Bridgend
538	The Vale of Glamorgan
552	Cardiff
540	Rhondda Cynon Taf
542	Merthyr Tydfil
544	Caerphilly
545	Blaenau Gwent
546	Torfaen
548	Monmouthshire
550	Newport

## Registered Social Landlords codes

Code	Registered Social Landlord
901	Abbeyfield Abergavenny
902	Abbeyfield Abergele and District
903	Abbeyfield Aberystwyth
904	Aelwyd Housing Association
905	Baneswell Housing Association
906	Bangor Diocesan Housing Association
907	Abbeyfield Bangor/Ucnw
908	Abbeyfield Barry
909	Abbeyfield Borough of Conwy
910	Abbeyfield Brecon
911	Abbeyfield Bro Dysynni (Tywyn)
912	Bro Myrddin Housing Association
913	Cadarn Housing Group
914	Cadwyn Housing Association
915	Abbeyfield Caerphilly
916	Abbeyfield Cardiff
917	Cardiff Community Housing Association
918	Cardiff YMCA Housing Association
919	Castle Housing Association (Wales)
920	Charter Housing Association
921	Clwyd Alyn Housing Association
922	Abbeyfield Colwyn Bay
923	Cymdeithas Tai Cantref
924	Tai Cartrefi
925	Cymdeithas Tai Clwyd
926	Cymdeithas Tai Cymdogaeth Gwalia
927	Dewi Sant Housing Association
928	Cymdeithas Tai Eryri
929	Cymdeithas Tai Hafan
930	Cynon Taf Housing Association
931	Abbeyfield Dolgellau
932	Eastern Valley Housing Association
933	Abbeyfield Ely Valley
934	Family Housing Association (Wales)
935	Abbeyfield Fflint
936	First Choice Housing Association
937	Linc Cymru
938	Gofal a Thrwsio Gwynedd
939	Grwp Agored
940	Gwalia Housing Group
941	Gwalia Housing Society
942	Gwalia Housing Trust
943	Gwalia Rest Bay (Co-Ownership Equity Sharing) Housing Association
944	Abbeyfield Gwent Extra Care
945	Gwent Homes
946	Gwerin (Cymru) Housing Association
947	Gwynfyd Housing Co-operative
948	Hafod Care Housing Association
949	Hafod Housing Association

950	Hafod Mutual Society
951	Henry Burtons Almshouses
952	Letitia Cornwallis Almshouses
953	Abbeyfield Llandeilo
954	Abbeyfield Llandudno
955	Abbeyfield Llanfairfechan and Penmaenmawr
956	Abbeyfield Llangollen
957	Abbeyfield Llanrwst
958	Llewellyn Almshouses
959	Abbeyfield Llynfi Valley
960	Merthyr Tydfil Housing Association
961	Mid Wales Housing Association
962	Abbeyfield Mold
963	Abbeyfield Monmouth
964	Abbeyfield Newport
965	Newtown Housing Association
966	Newydd Housing Association (1974)
967	North Wales Housing Association
968	Pembrokeshire Housing 2000
969	Pembrokeshire Housing Association
970	Polish Housing Society
971	Pontypridd and District Housing Association
972	Abbeyfield Porthcawl
973	Abbeyfield Prestatyn
974	Rachel Herbert Almshouses
975	Rhondda Housing Association
976	Abbeyfield Rhyl
977	Roger Williams and Queen Victoria Memorial Almshouses
978	Ruabon Almshouse
979	Abbeyfield Ruthin
980	Slocombe Cottages for the Aged and Infirm
981	Soroptimist Housing Association (Carmarthen)
982	Soroptomist Housing Association (Tenby And District)
983	Abbeyfield Wales
984	Abbeyfield Ssafa Forces Help (Anglesey)
985	Abbeyfield St Asaph
986	St Davids Diocesan Housing Association
987	Swansea Hillside Housing Association
988	Swansea Housing Association
989	Taff Housing Association
990	Tai Charles Jones
991	The Goodman and Ruthin Charity
992	Trothwy
993	Tŷ Glas Housing Society
994	United Welsh Housing Association
995	Wales And West Housing Association
996	Abbeyfield Wrexham
997	Young Women's Housing Association
998	Abbeyfield Usk
999	Abbeyfield Swansea
1000	Abbeyfield Mountain Ash
1001	Abbeyfield Montgomeryshire

1002	Pembrokeshire Care and Repair 2000
1003	Community Design Service
1004	No RSL allocated
1005	Tai Cymdogaeth
1006	No RSL allocated
1007	Newport Housing Trust
1008	Bethshan Sheltered Housing Association
1009	Carmel Housing Association
1010	Gofal a Thrwsio Môn
1011	Hendre Housing Association
1012	Valleys to Coast Housing
1013	Seren Group
1014	Reach Supported Living
1015	Solas Cymru
1016	Fairlake Properties
1017	Pennaf
1018	Care & Repair in Powys
1019	Care & Repair Rhondda Cynon Taf
1020	Melin Homes
1021	RCT Homes
1022	Cynon-Taf Community Housing Group
1023	Monmouthshire Housing
1024	Coastal Housing Group
1025	Bron Afon Community Housing
1026	Cartrefi Conwy
1022	Cynon-Taf Community Housing Group
1023	Monmouthshire Housing
1024	Coastal Housing Group
1025	Bron Afon Community Housing
1026	Cartrefi Conwy
1027	Newport City Homes
1028	Merthyr Valleys Homes